

Memorandum for:

SUBJECT: Request for Assignment of Investigator for the Complaint of  
\_\_\_\_\_ V. \_\_\_\_\_,  
Secretary of the Army, DA Docket Number:

1. Request the assignment of an investigator to conduct an investigation of subject complaint. Enclosed is a copy of the complaint file.
2. The following claim(s) has (have) been accepted for investigation:
  - a.
  - b.
  - c.
3. Complainant's mailing address and telephone numbers are:
4. Complainant has/has not notified this office of his/her designation of a representative. (If complainant is represented, include name, address and phone number, facsimile number and email address of representative.)
5. The agency representative in this complaint is \_\_\_\_\_
6. Fund citation for payment of investigative services is enclosed.
7. Point of contact for this action is \_\_\_\_\_

Signature block of EEO officer or appropriate official

Enclosures

1. Complaint file
2. Fund citation

CF:

Complainant

Attorney or Non-attorney representative (if represented)

Agency representative

NOTES:

1. This request will be sent in accordance with the service rules set forth in paragraph 1-23.

2. A copy of this notice and the certified return receipt will be filed in the complaint file under Tab "Investigation".
3. The format of this sample memorandum may be modified to conform with local requirements.

Figure 4-8 Sample Request for Assignment of OCI Investigator